

MILPERSMAN 1050-040

LEAVE FOR MILITARY PERSONNEL

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Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DJMS, Procedures Training Guide (PTG)
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1. **Granting Annual or Emergency Leave**. When dealing with annual or emergency leave requests, commanding officers

a. are encouraged to grant annual leave to personnel when, service requirements permit, to the extent of earned leave plus 30 days advance leave, total not to exceed 60 days at one time, except as regards to reenlistment leave discussed in "Reenlistment Leave" block below.

b. may judiciously authorize any combination of regular, advance, or excess leave for the purpose of granting emergency leave.

2. **Granting PCS Leave**. See table below for granting permanent change of station (PCS) related leave and exceptions thereto:

WHEN ...	THEN ...
a member has been issued PCS orders to a new duty station,	30 days of leave will be authorized, consisting of earned and advance leave only, no excess leave will be authorized. <u>Definition of Excess Leave:</u> Excess leave is defined as leave that cannot be earned prior to expiration of active obligated service.
the following situations occur: <ul style="list-style-type: none">• immediate availabilities from hospitals, alcohol or drug rehabilitation centers,• decommissioning,• separation orders,• a second PCS move within a 12 month period,• a need to meet key deployment,• to or from an SSBN, and• such unusual circumstances as death, illness or detachment for cause.	Exceptions to the 30 day delay may be made.
personnel are returning from overseas isolated duty stations or, in certain instances, upon a member's request,	leave up to 60 days may be granted.

3. **Granting Graduation Leave.** Use the rules in the table below when granting graduation leave to midshipmen:

WHEN ...	THEN ...	AND ...
upon graduation from the Naval Academy, the midshipmen are appointed commissioned officers in the Armed Forces,	graduation leave may be granted not to exceed 60 days, to the extent consistent with service requirements and other exigencies.	
extensions of this graduation leave period are necessary,	the extensions will be charged to the officer's leave account.	
assigning the former midshipmen to their first duty station,	the number of days for graduation leave will be stipulated in the orders, issued by the department concerned.	
in certain cases midshipmen are assigned to temporary duty at the Naval Academy immediately upon graduation,	the graduation leave may be granted by the Superintendent, Naval Academy, commencing on various dates to be determined by the Superintendent.	
as a rule, the Navy Department limits graduation leave to approximately 30 days,	such leave must be completed within 3 months of the date of graduation,	no such leave will be carried forward as credit beyond the date of reporting to the first permanent duty station or to a port of embarkation for permanent duty outside the 48 contiguous United States or in Alaska or Hawaii.

4. **Granting Officer Candidate Leave.** Upon completion of officer candidate training, newly commissioned officers will normally be authorized 30 days leave, advance, if necessary, upon graduation en route to their first permanent duty station.

5. **Granting Reenlistment Leave.** Reenlistment leave, as used in this paragraph, applies to enlistment or reenlistment within 24 hours after discharge. Reenlistment leave will be for one period only and shall not exceed either of the following:

- Earned leave plus 45 days advance leave.
- Maximum of 90 days.

Use the rules in the table below when granting reenlistment leave:

WHEN ...	AND ...	THEN ...
<ul style="list-style-type: none"> • Regular Navy personnel reenlist, • naval reservists on active duty enlist in the Regular Navy, • naval reservists on active duty reenlist in the Naval Reserve, or • Regular Navy personnel enlist in the Naval Reserve, <p>immediately following date of discharge,</p>	are retained on active duty upon enlistment or reenlistment,	leave may be granted as re-enlistment leave.
Reenlistment leave commences immediately upon reenlistment,	<p>it yields the maximum benefit as an influence on</p> <ul style="list-style-type: none"> • both the member and family, and • the other members in the command. 	
a course of instruction begins within 30 days of reenlistment,	reenlistment leave may be delayed to commence upon completion of the course of instruction.	
incident to enlistment,	reenlistment leave may be delayed to commence upon transfer from an overseas station.	
service requirements do not permit,	reenlistment leave may be delayed to commence at the earliest practical date thereafter.	
the first leave is taken after reenlistment,	that leave is reenlistment leave, except if it is an emergency leave.	

6. **Granting Additional Advance Leave**. When advance leave has been taken previously and not fully earned, additional advance leave may be granted only in such an amount as will ensure that the total leave advanced, but not yet earned, does not exceed 45 days.

7. **Leave Program Administration**. NAVCOMPT 3065, Leave Request Authorization (officer and enlisted), will

a. **be used for**

(1) granting leave, and

(2) recording the necessary data required for entries in service records and pay records.

b. **not be used for**

(1) granting leave in connection with transfer orders,
or

(2) granting liberty.

c. When leave has been requested and approved, the procedures outlined in DJMS PTG shall be followed.
